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25 MAR '57

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Proposed Move to Arlington Towers

1. We have made a study of the problems which would be created in vacating approximately 23,000 square feet of the space now occupied by the Office of Training and moving the units involved to a similar amount of space in Arlington Towers as proposed by the Management Staff.

2. The amount of space now occupied by the various components of the Office of Training is as follows:

	<u>Square Feet</u>
Office of the Director of Training	1,530
Assessment & Evaluation Staff	3,765
Plans & Policy Staff	993
Support Staff	9,227
Intelligence School	27,300
Operations School	7,882
Language & Area School	11,000
School of International Communism	4,040
Junior Officer Training Program	<u>1,040</u>
 TOTAL	 73,251

3. As is evident from the above figures, the objective of moving activities using 23,000 square feet could not be met without moving a considerable part of the instructional activities. It would be quite impractical to separate staffs and support elements from the activities which they serve without a tremendous loss of time and efficiency. Therefore, I think the basic problem is to determine the effect of a move of one or more Schools or parts of Schools. Some or all of the following difficulties would be involved in moving any teaching activity regardless of the problems of each individual School:

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SUGGESTED: Proposed Move to Arlington Towers

a. The space to be taken is located near that to be occupied by the Foreign Service Institute. I do not feel that the DD/P or the Office of Security would look with favor upon large numbers of students from the DD/P area being present in such a location and using common eating and public transportation facilities.

b. No major problems of transportation would arise. There are at present no suitable public transportation facilities by which students, other than those living in certain parts of Virginia, could reach the location. A great percentage of students will depend on such facilities. Service at present is from the Arlington Towers areas to Washington in the morning and the reverse in the evenings. Depending on the number and types of courses involved in the move, there would probably be a minimum of 200 students in training at the location each day and the number could reach 300 or 400. Also, if part-time courses were involved, the Agency would be forced to provide transportation for students from the location to the present Headquarters area during the day. In moving any other element of the Agency, a transportation problem of this magnitude could be avoided.

c. There is always a large percentage of students enrolled in certain courses, such as Administrative Procedures and Operations Support, who are processing out for overseas assignments. At the present time these students can easily reach the Central Processing Branch and the Office of Personnel in Curie Hall and the nearby DD/P divisions during study periods and lunch hour. This convenience would be eliminated by a move to Arlington Towers.

d. I am advised that the space to be occupied has only a seven-foot ceiling. Such space would be quite unsuited for large classrooms and would make most difficult the showing of training films which are an important part of some courses.

e. By moving certain courses to the new area, it is probable that the present policy of joint use of classrooms by two or more schools, in order to permit maximum

APPENDIX: Proposed move to Arlington Towers

utilization of space, would not be possible. Under these circumstances, the Office of Training would require an increase in its total classroom space requirement.

f. In many cases the members of the faculty of an individual school teach in more than one course. It would be difficult, particularly in light of all other considerations involved, to arrange a move of parts of Schools in such a way that continued multiple use of instructors would be possible. A division of the faculty of a School between present Headquarters and the new area would, in the very least, result in complications in scheduling and loss of efficiency and could result in a need for additional instructors and an increase in personnel ceiling.

g. If certain courses conducted by the Intelligence School should move, the Office of Training Library would have to be moved with them, thereby denying its use to the remaining students and staff in the present Office of Training Headquarters. The alternative of establishing a second library would mean more space and more people.

h. Although we have made no careful study of eating and parking facilities in the area, the transfer of a large student load might create a problem in these respects. Again, the transfer of some other part of the organization would not likely result in any such personal problems.

i. The space to be used by FBI has been designed for teaching activities. I understand that classrooms for ten to sixty people are included, and that the area has ceilings about two feet higher than the area available to us. It is conceivable that when FBI moves to the new State Department building some two or three years hence, the Office of Training could then locate in this space all teaching activities which we now assume will not be located in our new building. I believe this is a very practical consideration.

j. I have received from each component of the Office of Training a detailed memorandum setting forth various problems and difficulties which would arise from this move which are

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peculiar to each component. It seems unnecessary to present all of these details as the above-stated overall considerations seem to me to be fundamental. However, I am prepared to present a statement of these individual component problems if you so desire.

MARTIN BALD
Director of Training

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